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Microsoft OneNote 2010: Just for Students

Seth David

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Finally learn how to use OneNote from a student's perspective!

Microsoft OneNote 2010: Just for Students is packed with information for the student who wants to really learn how to use OneNote. It's perfect for college students, older homeschoolers, or high school students that have digital access during class. Learn how OneNote can make school life easier with the first book written about OneNote just for students.

With this book you'll be able to apply OneNote's features, tools, and benefits directly to school life:

Switch from a paper-based to a digital note taking system-Scrap your paper notebooks and maybe even your textbooks by switching to a completely digital system. Learn the steps to take and the pitfalls to avoid while never having to worry about losing critical notes again. See what it takes to digitize your notes and take advantage of OneNote's powerful search tools to make organizing and studying easier.

Take more effective notes- Learn tips on how to import notes from other programs, create and format your own notes, and use OneNote's built-in tools to create notes that are easy to study. Using tags, creating your own customized tags and learning which ones to create will help make more useful notes, letting you take advantage of a special search system so you can stay on track in school and even life!

Collaborate on group projects-Use OneNote to collaborate and share ideas without needing to attend meetings. Learn what the real benefits of group projects are and how get the most out of them. Use OneNote to reduce slacking and increase accountability of group members using built-in tools.

Get prepped for the semester-Eliminate disorganization by setting up your notebooks right the first time before you even step foot in class. Learn tips on good note taking to make life easier come test time.

Get and stay organized-Let OneNote help you manage your busy schedule. Learn how to use built-in tools to create interactive to-do lists, ways to use OneNote in the cloud, and how to combine OneNote and Outlook to create the ultimate organizer. Never miss another assignment or important date!

Studying with OneNote-Few things are more intimidating for students than an exam. Get tips on how to Use OneNote to store all of your class materials, using tags, and how to find your notes when you need them. Cut down on test anxiety knowing that your notes are just a few clicks away!

Research with OneNote-Learn to use the research and organizing tools in OneNote to help with your next big project.

Make OneNote more useful-Find out where to get add-ins that will help you take notes for math and science classes. Find other add-ins to add "missing features" that regular OneNote users have been asking for. Customize OneNote, making it unique and suited to your note taking style.

-Includes a list of shortcut keys and useful websites for students!-

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